



# MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,  
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya - 793003

(Reg No. SR/MBDA - 4/11 OF 2011)

Phone: +91-364- 2522921/2522992

Website: [www.mbda.gov.in](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

No. MBDA (HR)/143/2015/Vol-1/1032

Dated Shillong the 2<sup>nd</sup> June 2023

## ADVERTISEMENT

The Meghalaya Basin Development Authority (MBDA) invites online applications from eligible candidates in prescribed format to fill up the following position for the Meghalaya Climate Change Centre (MCC) on contractual basis. The detailed information's regarding the application form link, advertisement, notification, and the terms of reference are available in MBDA's website: <https://www.mbda.gov.in>

Sl. No.	Position	Desired Qualifications & Experiences	No. of Positions	Place of Posting	Salary
1	Project Assistant	<p><b>Desired Qualification:</b></p> <ul style="list-style-type: none"><li>Graduate in environmental management, commerce, business management, forestry, agriculture or other related environmental subjects.</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>Preferably at least 01 (one) year of professional working experience</li><li>Experience in the provision of administrative services in any field, and either private or public sector, will be an advantage.</li></ul> <p><b>Required Skills:</b></p> <ul style="list-style-type: none"><li>Self-motivated, detail-oriented individual with good organizational skills.</li><li>Excellent computer skills with experience in Microsoft Office and active usage of various social media.</li><li>Excellent communication in English and any local language (both verbal &amp; written)</li><li>Proven analytical and report writing skills will be an advantage.</li><li>Willing to travel extensively across the state and country</li></ul>	01 (one)	Shillong	Rs.20000/- per month plus allowances
2	Senior Project Associate	<p><b>Desired Qualification:</b> Post Graduate (Masters) in Climate Studies, Development Studies, Environmental, and Natural Resource Management or related fields with significant work in the field of Climate Change.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>Minimum of 04 years of professional working experience on long-term Technical Projects in Climate Change, and its related sectors.</li><li>Preference will be given to candidates with knowledge in project design, good coordination of multi-disciplinary project team, and computational skills.</li><li>Knowledge in climate change issues/climate change modelling/climate change impact assessment / climate policy/climate resilience/ adaptation</li></ul> <p><b>Required Skills:</b></p> <ul style="list-style-type: none"><li>Good MS Office skills (MS Word, MS Excel, and MS PowerPoint) and self-reliant in developing and formatting documents.</li><li>Excellent report writing and presentation skills.</li><li>Excellent communication skills: able to clearly communicate complex information.</li><li>Willingness to travel extensively across the state and country.</li></ul>	01 (one)	Tura	Rs.42000/- per month plus allowances

- For applying the above positions; candidates has to fill the 'Application Form' from the following link; <https://tinyurl.com/ccmbda>
- All applications should be submitted through online mode only. No other mode of applications will be entertained.
- For detail information about the positions and the terms of reference are made available on MBDA's website <https://www.mbda.gov.in>
- Last date for receipt of applications is **17<sup>th</sup> June, 2023** (upto 05:00PM) and applications received after the last date will not be considered.

Sd/-  
Executive Director  
Meghalaya Basin Development Authority



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## NOTIFICATION

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- 1. Essential Skills for the positions:** Good written and verbal communication. Expert in basic computer knowledge like Word Processing, Spread Sheets and Power Point Presentation, etc are the common essential skills requirement. Other skills required are mentioned above against each position.
- 2. Age Limit:** Upto 45 years
- 3. Place of Posting:** Selected candidate shall be posted at the location mentioned above.
- 4. Remuneration:**
  - 4.1.** The monthly emolument shall be as mentioned in the above column.
  - 4.2.** House Rent Allowance (HRA) will be included additionally as may be admissible from time to time.

**5. Duration of Contract:**

5.1. The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction of MBDA and continuance of the project you are engaged with.

5.2. A detailed document of terms and conditions of engagement would be provided to the selected candidates and a deed agreement would have to be signed by the selected candidate with the MBMA to that effect.

**6. How to Apply:**

6.1. For applying the above positions; candidates has to fill the '**Application Form**' from the following link; <https://tinyurl.com/ccmbda>

6.2. All applications should be submitted through online mode only. No other mode of applications will be entertained.

6.3. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.

6.4. The above links are also made available on MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in)

6.5. Incomplete application shall not be entertained and is liable to be rejected.

6.6. Last date for receipt of applications is **17<sup>th</sup> June, 2023 (upto 05:00PM)** and applications received after the last date will not be considered.

6.7. In respect of Candidates who are currently in services, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.

**7. Selection Process:**

7.1. There will be written/assignment and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.

7.2. The Written Test/ Personal Interview will be held only in Shillong.

**8. General Information:**

8.1. The pre-requisite qualifications and experience are minimal and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. MBDA reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by any other condition that it may deem fit.

8.2. Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. Information regarding the screening test/written/interview will be sent only to the shortlisted candidates via SMS/E-mail and no correspondence will be made with applicants who are not shortlisted. List of the shortlisted candidates will be displayed in the MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in) and office notice board.

8.3. MBDA reserves the right to conduct additional examination /skill test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.

8.4. In case of non-availability of suitable candidates with prescribed qualifications and experience, MBDA reserves the right to relax the prescribed qualifications and experience for candidates found more suitable for lower position with relevant experience and expertise in the specified field.

8.5. The number of vacancies indicated in the advertisement and notification is tentative. MBDA reserves the right to increase/decrease the number of posts at the time of selection and make appointment(s) accordingly, if more vacancies do exist in between the advertisement and the selection process.

8.6. MBDA reserves the right to extend the closing date for receipt of applications. MBDA also reserves the right to fill or not to fill any or all the positions advertised or cancel recruitment procedure at any stage without assigning any reason thereof.

8.7. No TA/DA shall be paid for attending written test and interview.

8.8. Canvassing of any kind will render to disqualification.

8.9. Staff already working with MBDA/MBMA, who are otherwise eligible can also apply. Their applications must be routed through their reporting officer. However, for newly appointed staff, he/she should complete a minimum period of one year in their current position.

Sd/-

**Executive Director**

**Meghalaya Basin Development Authority**